

**REQUEST FOR TASK ORDER  
INFORMATION AND COMMUNICATION SERVICES (ICS)  
NIH CONTRACTS # 263-01-D-0148 THROUGH 0208**

**RFTOP# 24      TITLE: National Alcohol Research Education Program (NAREP)**

**PART I – REQUEST FOR TASK ORDER PROPOSALS**

A.    **POINT OF CONTACT:**    C. Timothy Crilley, Contract Specialist  
   Roberta S. Wilhelm, Contracting Officer

**Phone – (301) 443-1191**

**Fax: - (301) 443-3891**

**Proposal and Billing Address:**

Contracting Officer  
National Institute on Alcohol Abuse and Alcoholism  
Contracts Management Branch  
Willco Building, Suite 504  
6000 Executive Boulevard, MSC 7003  
Bethesda, Maryland 20892-7003  
(NOTE: If using a courier, the city and zip is Rockville, Maryland 20852)

B.    **PROPOSED PERIOD OF PERFORMANCE:** This is a five-year project, beginning on or about March 1, 2002 and running through February 28, 2007.

C.    **PRICING METHOD:** Cost Plus Fixed Fee (CPFF).

D.    **SERVICE CATEGORIES:** This task requires firms with capabilities in all or nearly all of the sixteen service categories.

E.    **OFFEROR INSTRUCTIONS:** Any questions regarding this solicitation must be in writing. Written questions must be received in the NIAAA's Contracts Management Branch (address above) no later than **1:00 p.m. Eastern Daylight Time on Tuesday, August 7, 2001**. Questions submitted via a facsimile and E-mail, prior to the deadline date are acceptable on (301) 443-3891 and [tcrilley@niaaa.nih.gov](mailto:tcrilley@niaaa.nih.gov), respectively.

**QUESTIONS RECEIVED AFTER THIS DEADLINE WILL NOT BE ENTERTAINED.**

An original plus seven (7) copies of the technical proposal, together with an original plus five (5) copies of your business proposal, must be submitted. Technical proposals shall be limited to no more than 75 pages. Refer to Paragraph K. for detail on how to prepare

the technical and cost proposals.

You are expected to respond with technical and cost proposals for the entire period of performance. In addition to a cumulative cost proposal, you must submit separate cost proposals for each year of the proposed five-year contract.

Offerors must submit a signed task order form with their proposal.

- F. ***RESPONSE DUE DATE:*** Proposals are due at the NIAAA Contracts Office on September 17, 2001 at **12:00 noon local time.**

**FACSIMILE AND E-MAIL PROPOSALS ARE NOT BEING ACCEPTED.**

- G. ***TASK DESCRIPTION/STATEMENT OF WORK:***

**Title: National Alcohol Research Education Program**

I. **Background Information**

The National Institute on Alcohol Abuse and Alcoholism (NIAAA) is one of 19 Institutes located within the National Institutes of Health in the U. S. Department of Health and Human Services. NIAAA is the lead Institute for research on the causes, consequences, treatment, and prevention of alcohol-related problems. Alcohol abuse and alcoholism are serious problems that affect approximately 14 million people. Alcohol abuse and alcoholism cross populations, pervading every stratum of our society. They cause serious health and social consequences, such as diseases of the liver, heart, and nervous system; accidents and traffic crashes; and premature death. Fetal exposure to alcohol is the leading known preventable cause of mental retardation in this country. The economic costs of alcohol abuse and alcoholism were estimated at \$185 billion in 1998.

The prevention of alcohol problems and the effective treatment of afflicted individuals has enormous potential for reducing illness and death and for improving the quality of life for millions of Americans. NIAAA, since its establishment in 1970, has been committed to the development and dissemination of knowledge that can be used to improve the treatment and prevention of alcohol abuse and alcoholism. NIAAA's research portfolio encompasses a wide range of research in the biomedical and behavioral sciences. In support of its goals, NIAAA maintains intramural research facilities and promotes a wide range of extramural research efforts through grants, contracts, and cooperative agreements.

The statement of work describes technical and logistical tasks in support of the National Alcohol Research Education Program (NAREP) and other information and education activities of NIAAA. These activities are conducted primarily in

the NIAAA's Scientific Communications Branch (SCB) within the Office of Scientific Affairs. SCB has several goals: 1) Planning, developing, implementing, and evaluating research dissemination programs for a variety of audiences; 2) Collecting, analyzing, and disseminating alcohol-related knowledge to ensure its use by research scientists, service providers, other professionals engaged in alcohol-related work, and the public; 3) Conducting conferences and workshops to disseminate current research knowledge to State and local agencies and voluntary, professional, and other organizations engaged in alcohol-related work; 4) Developing, publishing, and disseminating a variety of materials that communicate new research findings to the alcohol field, the health community, and other key audiences; 5) Serving as the central liaison and coordinating office for the Institute's printing and publications activities; and 6) Collaborating with other Institute staff in planning and implementing branch activities.

## II. Objectives

This procurement is to provide support to the Scientific Communications Branch, Office of Scientific Affairs, in the following areas:

- o Produce the Institute's quarterly journal, *Alcohol Research & Health*
- o Produce the Institute's quarterly bulletin, *Alcohol Alert*
- o Develop a variety of new or revised scientific publications to convey the results of alcohol research to scientists, clinicians and other health care professionals, and the general public,
- o Convert publications for NIAAA's Web site,
- o Plan and implement public education campaigns which will include television and radio public service announcements and videotapes,
- o Promote NIAAA's publications and services,
- o Maintain and update the Alcohol and Alcohol Problems Science Database (ETOH) that is publicly available through OVID Technologies and through NIAAA's World Wide Web site,
- o Maintain and update the alcohol and other drug thesaurus,
- o Maintain the Institute's alcohol research library for use by NIAAA staff and the general public and provide services to Institute staff,

- o Develop, maintain, and revise scientific exhibits for the Institute that are displayed at professional conferences throughout the country,
- o Staff and handle all logistics for up to 20 professional meetings annually at which Institute exhibits are displayed,
- o Assist with the development, purchasing, maintenance, and updating mailing lists; warehousing tasks, and distribution tasks,
- o Provide daily and special messenger services, and
- o Maintain a variety of quality control mechanisms.

### III. Services to be Performed

#### A. Mandatory Requirements

1. The Contractor shall have or be willing to establish an office located within 45 minutes commuting distance by car of the Rockville area. The location must be such as to permit close consultation, coordination, and timeliness in all matters related to the operation of the tasks in this Statement of Work.
2. The Contractor shall have a FAX machine with the capability of transmitting, automatically, overnight; and compatible computer software (WordPerfect 6.0 or higher) and hardware (IBM-compatible personal computers ) with that in use in the NIAAA.
3. The Contractor shall demonstrate how they would arrange their facility so as to provide easy access to a clearly designated NIAAA Alcohol Library (a separate entry must be available so that visitors do not have to be routed through the Contractor's corporate lobby or offices) and provide a sign or other designation indicating clear association between NIAAA and the project. The facility shall be accessible to the handicapped
4. The Contractor shall provide a project director that is dedicating 100% of his/her effort to this contract.

#### B. Specific Requirements

1. Independently, and not as an agent of the Government, the

Contractor shall furnish the necessary labor, materials, supplies, equipment, and services (except as otherwise specified herein) to perform the work set forth below.

2. The Contractor shall perform the specific requirements listed below:

Task I: Publications

The Contractor shall provide the necessary personnel and equipment to support production of the following:

A. Alcohol Research & Health

*Alcohol Research & Health* (AR&H), the Institute's quarterly peer-reviewed journal, provides the latest scientific information on a variety of alcohol-related issues. The journal is available full text on NIAAA's web site and also is available from the Government Printing Office (GPO) as a subscription publication (currently \$22 annually).

Issues focus on a specific topic except for one special, non-thematic issue produced every three years. This special issue, to be published in 2003, will contain 1) a compilation of state-of-the-science reports that represents a cross-section of research areas, i.e., genetics, neuroscience, medical consequences, fetal alcohol syndrome and alcohol-related birth defects, treatment, and prevention; 2) a cumulative index of all AR&H issues during the past 3 years; the index will be linked with the appropriate AR&H issue and page; 3) a 2-3 page perspective piece by the NIAAA director that will give a view of the past, present, and future of alcohol research; and 4) a 2-4 page graphic statistics at a glance section showing the prevalence of alcohol dependence and abuse, morbidity and mortality trends in different groups, economic costs, and other relevant statistics.

All articles for AR&H (both the thematic and the one-non-thematic issue) will be written by invited authors. The Contractor's staff, however, will occasionally co-author articles and will provide substantive editing. The following titles of recent issues illustrate the broad range of topics addressed:

- o Alcohol and Violence
- o Alcohol and Tobacco
- o Animal Models -- Part 2: Searching for the Genes
- o Animal Models -- Part 3: Behavior and Physiology
- o Highlights from the 10th Special Report to Congress

The contractor shall:

1. Prepare a concept paper for each issue that is to be submitted at least 12 months prior to the date on which the final manuscript is to be printed. The concept paper shall include an outline of the issue with titles of proposed articles, suggested authors and their affiliations, a brief statement about the focus of each article, and a list of experts consulted in preparing the concept paper. Concept papers will be approved by the Project Officer before articles are invited.
2. Prepare a milestone chart for each issue indicating the various steps and accompanying dates for each activity involved beginning with approval of the topic through submission of the final manuscript to the printer. The milestone chart is to be updated and submitted as part of the monthly report.
3. Plan; obtain authors with the approval of the Project Officer; identify two peer-reviewers for each article and coordinate the peer-review process; perform all writing and editorial functions such as editing, copyediting, and proofreading according to GPO style; prepare all graphics; design the cover; prepare camera-ready copy using desktop publishing; and perform all other tasks necessary for production of four issues annually.
4. Provide experienced science writers to work with authors in preparing and rewriting manuscripts for a diverse audience comprised of researchers, physicians, counselors, and educated lay public. Occasionally, a science writer will co-author an article or prepares a glossary.
5. Submit the *AR&H* draft manuscripts to the Project Officer for Institute review and approval; allow for a 3-week Institute review.
6. Print 4,500 copies of each issue four times per year.
7. Prepare a PDF file of each issue to be loaded onto the NIAAA website.
8. Maintain an Editorial Advisory Board comprised of up to 25 experts in the alcohol field to assist in identifying topics and authors for future issues, recommending enhancements to the journal, identifying peer-reviewers, and recommending promotional activities.
9. Arrange for an annual meeting of the Editorial Advisory Board to be held in the Washington DC area.

10. Prepare all materials, pending Project Officer's approval, to be sent to Board members prior to the meeting; record minutes of the meeting; submit draft minutes to the Project Officer within 2 weeks after the meeting; and send approved minutes to Board members within 1-week after minutes are approved.

B. Alcohol Alert

This 4-page, quarterly bulletin communicates important research findings to health practitioners. Each bulletin focuses on a particular topic and includes a commentary by the Institute Director. Titles of recent issues include:

- o Alcohol and Transportation Safety
- o Fetal Alcohol Exposure and the Brain
- o New Advances in Alcoholism Treatment
- o From Genes to Geography: The Cutting Edge of Research

The contractor shall:

1. Research, plan, write; perform all editorial functions according to GPO style; prepare camera-ready copy; and assume responsibility for all other tasks for the preparation and dissemination of the bulletin.
2. Meet with the Institute Director and other selected NIAAA staff to determine the scope, relevant studies to be included, and a general outline of the areas to be included for each issue. Approximately 2 to 3 meetings are held per issue.
3. Print approximately 60,000 copies of each bulletin four times a year.
4. Convert the full text of each issue into hypertext machine language for addition to NIAAA's website.

C. New or Revised Publications

The Contractor shall:

1. Research, plan, write; perform all editorial functions; prepare all graphics and camera-ready copy; and assume responsibility for all other tasks necessary for complete development, production, and dissemination of a variety of new and revised publications. Types of publications include but are not limited to writing and packaging scientific information for practitioners and the general public, reports of symposia, and articles for inclusion in a variety of journals. Topics will be determined in conjunction

with the Project Officer and other appropriate NIAAA staff. Numbers and sizes of publications to be produced over the entire contract period are estimated to include:

- a. Ten pamphlets approximately 6 to 8 pages each, sized 3 3/4 x 8 1/2 inches targeted to the general public. For those to be used in the public education campaigns (see Task II), the materials will capture the theme of the program,
- b. Five publications approximately 12 to 20 pages each, sized 6 x 9 inches targeted to clinicians and other health professionals. For those to be used in the public education campaign (see Task II), the materials will capture the theme of the program,
- c. Ten publications to be published as part of the NIAAA Research Monograph series. Each monograph will number approximately 400 pages, sized 6 x 9 inches, and be targeted to researchers, and
- d. Two publications numbering approximately 50 pages each, sized 8 1/2 x 11 inches targeted to scientists or health professionals.

D. Newsletter

1. Plan, write, perform all editorial functions, and produce a 2-4 page newsletter published three times per year. The newsletter, targeted to the alcohol field, will contain research summaries; news from the Institute such as recently published materials, RFAs, and the like; and upcoming events.
2. Print and distribute 20,000 copies of the newsletter three times per year.
3. Convert the full text of each issue into hypertext machine language for addition to NIAAA's website.

E. Clearances

The Contractor shall:

1. Submit all publications, letters to Advisory Boards, and all other written materials for review to the Project Officer. The review of all publications shall occur before the final version of the document is prepared for ADM-5 clearance and for reproduction. The Contractor's schedule should allow two weeks for each ADM-5 clearance.



2. Ensure that all materials are prepared in accordance with the Government Printing Office Style Manual and NIH Manual, Chapter 1183.

## Task II: Plan and Implement Public Education Campaigns

The Contractor shall:

- A. Develop a plan for the campaigns which incorporates the major campaign theme in all activities, media, and materials.
  1. Develop a campaign visual theme design and/or design element to be used in publications, PSA packaging, and other materials developed for the campaign. This design shall be submitted in draft for review and approval by the Project Officer.
- B. Television
  1. Prepare one (1) thirty-second television public service announcement each year. The Contractor shall reproduce spots in sufficient quantity (approximately 1,000 TV outlets) for distribution to national media and secondary distribution sources.
  2. Develop treatments for television spots. Submit four treatments for one 30-second spot to the Project Officer for selection. As appropriate, treatments shall be culturally sensitive.
  3. Upon review selection and approval, write draft scripts and submit to the Project Officer for approval.
  4. Upon approval of the draft scripts by the Project Officer, write final scripts; develop descriptions of the background, character, and profile of each person who will be the basis for the characters; submit storyboards and a list of suggestions for talent.

Upon acceptance of final script, pretest the materials in its preproduction form to test how well the material works. The Contractor shall test the proposed products and materials with specific target and intermediary groups for relevance, comprehensiveness, clarity, credibility, and ability to stimulate intended, appropriate behavior. Special attention shall be devoted to developing ways to ensure that the program reaches the primary target audience.

5. Pretest storyboards and/or animatics and prepare a brief report of the

results for submission to the Project Officer.

6. Submit all preproduction advertisements to the Project Officer for Departmental Clearance. Allow three weeks for Departmental review.
7. Upon review and approval by the Department, submit a Preproduction Plan which includes information on potential casting, on-location shooting, closed captioning, overall costs and other production logistics for the Project Officer's approval.
8. Upon approval, the Contractor shall cast the spots, select the narrator or announcer, select the locations for recording, and make preparations for production.
9. Edit film and submit for approval. Upon approval, make release print spots to be distributed in two waves (1,000 copies of each wave) and distribute according to plan/delivery schedule.

C. Radio

1. Produce five (5) thirty-second PSAs each year. Specific audiences to be targeted may include young women of childbearing age, adolescents, Blacks, and Hispanics.
2. Develop and produce radio PSAs in a manner similar to the production of television PSAs (see above).

D. Marketing and Distribution

1. In accordance with the Campaign Plan, the Contractor shall implement the marketing and distribution plan for disseminating 2,000 media packages to television and radio stations nationwide. Packages shall be prepared by the Contractor and sent to the media outlets.
2. Throughout the campaign, the Contractor shall market the campaign and its materials and develop innovative marketing and distribution channels.

E. Tracking and Monitoring Media Use

1. In accordance with the Campaign Plan, the Contractor shall track media activity and the airing of campaign products. The Contractor will arrange to obtain Arbitron (BAR), or its equivalent, data for a 6-month period

following the distribution of each television PSA. Suggested approaches for tracking radio also shall be submitted to the Project Officer. After approval by the Project Officer, the Contractor shall track radio PSAs.

### Task III: Literature Collection

#### A. Screening and Acquisition

NIAAA has maintained a bibliographic database since the early 1970's that became publicly accessible online in September 1988. Formally called the Alcohol and Alcohol Problems Science Database, the database is better known as "ETOH." Selection policies focus exclusively on scientific and research-based literature.

ETOH, containing nearly 120,000 records of alcohol and alcohol-related documents, is the most comprehensive online resource covering the biomedical and behavioral aspects of alcohol abuse and alcoholism. To continue the development and maintenance of ETOH, the Contractor shall:

1. Subscribe to core journals, newsletters, edited works, state-of-the-art reviews, and other publications annually. Titles are estimated to include 90 journals, 90 newsletters, and 10 edited works. (See Attachment I to the Statement of Work for a list of journal and newsletter titles.)
2. Subscribe to the Institute for Scientific Information's Research Alert service to monitor, identify, and collect all alcohol-related literature not otherwise collected.
3. Monitor, identify, and collect documents from all alcohol-related disciplines such as education, legislation, mass media and communications, psychology, public health and medicine, criminal justice, marriage and family, and public policy.
4. Subscribe to journals such as JAMA, American Journal of Public Health, Science, New England Journal of Medicine, and others that have broad applications. The Contractor should determine the final list of titles in concert with the Project Officer and submit the list for the Project Officer's approval. Subscription to no more than 15 such titles is anticipated.
5. Identify, screen, and acquire other types of materials related to alcohol and alcohol issues that include but are not limited to:
  - a. Books, monographs (it is estimated that an average of 180 books

and monographs will be purchased annually),

- b. Edited works (each chapter is abstracted and indexed separately for the ETOH database),
  - c. Dissertation abstracts,
  - d. Reports, studies, government documents, and
  - e. Conference papers and proceedings (published and unpublished).
6. Acquire a hard copy of each item. Each item acquired shall be screened against appropriate selection criteria to determine acceptability. Those items considered acceptable shall be processed into the data collection and permanently filed in the NIAAA Library.
7. Exclude from consideration for database entry:
- a. secondary sources, i.e., revisions of the work of others that do not contain significant analysis or synthesis,
  - b. documents about the technology or the production of alcoholic beverages, and
  - c. newspaper articles.
8. Develop and maintain a system to ensure that duplicate records are not added to the database.

B. Abstracting, Indexing, and Keying

The contractor shall:

- 1. Access all records collected for entry into ETOH.
- 2. Develop, maintain, and revise as needed all formats, instructions, and quality control procedures related to maintaining the ETOH file.
- 3. Prepare an abstract written in a clear style that adequately describes its contents (approximately 250 words). The contractor will use author abstracts when available; permission to use abstracts from specific journals must be obtained from the publisher. It is estimated that 35 percent of the abstracts are author abstracts.

4. Assign descriptors from The Alcohol and Other Drug Thesaurus: A Guide to Concepts and Terminology in Substance Abuse and Addiction, 3rd edition, 2000, to each item entered into the database. The average number of descriptors assigned to a record is seven.
5. Update ETOH monthly, adding approximately 400 titles to ETOH. Entries should be representative of the broad range of alcohol-related topics, consistent with the instructions provided heretofore.
6. Review and revise, as needed, the procedures for abstracting, indexing, and keying records with the Project Officer's approval. Submit drafts of procedures within three months of contract award. These procedures must include quality control mechanisms.
7. Establish a training program for abstractors and indexers to ensure their understanding of ETOH and the use of the AOD Thesaurus.
8. Submit abstracts to the Project Officer for periodic review.

C. NIAAA Library

The contractor shall:

1. Provide the labor, space (approximately 1440 square feet), services, and supplies necessary to maintain an alcohol reference library. The collection shall include but not be limited to:
  - a. journals,
  - b. newsletters,
  - c. reports,
  - d. books, directories, catalog,
  - e. reference materials, indexes, and other specific and general information sources,
  - f. graphics and camera-ready copy of NIAAA publications, and
  - g. hard copy of each item entered into ETOH.
2. Catalog library documents for easy access and retrievability.
3. Maintain the library and reading areas for use by NIAAA staff and the general public from 8:30 am to 5:00 p.m., Monday through Friday.

Documents are not to be released from the library except with approval of the Project Officer or the Project Officer's designee.

4. Provide library services to the NIAAA Director and staff including purchasing books and locating and duplicating approximately 70 articles a month.
5. Every two years, beginning in 2003, inventory materials in the NIAAA library to ensure that hard copies of items in ETOH are available.

#### Task IV: NIAAA Alcohol Thesaurus

NIAAA has developed The Alcohol and Other Drug Thesaurus: A Guide to Concepts and Terminology in Substance Abuse and Addiction. Now in its third edition, the AOD Thesaurus consists of four volumes: Volume I is an introduction and overview; Volume II is an annotated hierarchy; Volume III is an alphabetical index; and Volume IV is an annotated alphabetical list.

The contractor shall:

- A. Provide the appropriate lexicographer skills to continue updating and maintaining the AOD Thesaurus.
- B. Update and publish the thesaurus as needed (estimate is every three years).
- C. Involve, as needed, subject experts from the alcohol field to review terminology or other aspects of the thesaurus structure.
- D. Provide state-of-the-art computer software for maintaining and updating the thesaurus.
- E. Respond to approximately 50-75 inquiries annually for the AOD Thesaurus. Requests are to be completed within five working days.
- F. Continue the cost recovery program for the AOD Thesaurus. The Contractor shall account separately for income and expenses from this product in each monthly voucher. Such funds cannot be used for new products or services not called for within the scope of the contract.

#### Task V: Graphics, Conferences, and Exhibits

- A. Graphics

The Contractor shall:

1. Provide the materials, equipment, and labor necessary for contract support.
2. Provide high quality graphics and design capability for all publications and other printed materials specified in the Statement of Work. There shall be a high degree of flexibility in the production of layout designs, including artwork, photographs, charts, overhead transparencies, color slides, and preparation for copy for the printer.
3. Prepare an estimated 100 slides annually for Institute staff to use in briefings and presentations. The Contractor shall use state-of-the-art computer technology to prepare the slides.

B. Conferences and Exhibits

The Contractor shall:

1. Maintain and store the current scientific exhibits or their replacements. Because of the heavy demand, a copy of the original exhibit has been made. Each exhibit is 8 x 1 feet.
2. Design and build two large exhibits, in consultation with the Project Officer, during the project period. Each exhibit will be duplicated to ensure availability.
3. Design and build up to two table top exhibits to be used as stand-alone exhibits. The exhibits shall be developed in consultation with the Project Officer and other NIAAA staff.
4. Develop a proposed annual exhibit schedule of up to 20 conferences and provide the schedule to the Project Officer four months in advance of each year. The proposed schedule shall begin the first quarter of each calendar year. The schedule should include the number of expected attendees, the sponsoring organization, dates, location, and plan for display. Attendance outside of the approved schedule shall require separate approval of the Project Officer.
5. Provide staff and resources to represent the NIAAA at up to 20 approved conferences in the United States and Canada. These resources shall include staff travel and per diem, conference and/or exhibit fees (double booth space required for most exhibits), equipment rental, and shipping costs for the exhibit and publications. A conference report is to be provided to the Project Officer within two weeks after the conference and contain the following information: name of conference, dates, location, audience, approximate number of attendees, approximate number of attendees visiting the booth, a list of materials displayed, names of Contractor's personnel staffing the exhibit, recommendations regarding future attendance, and exhibit-related and travel costs.

## Task VI: Overall Support and Contract Management

### A. Promotion

The Contractor shall:

1. Develop dissemination strategies for all NIAAA publications and products developed under the contract to ensure that the professional and lay communities are informed about their availability.
2. Develop and revise annually a variety of information materials including:
  - a. informational print ads (approximately 10 annually) for products/services such as ETOH, Alcohol Health & Research World, new publications, and the thesaurus
  - b. articles (approximately two annually) about NIAAA products and services; the Contractor shall submit these articles for publication in appropriate newsletters and journals,
  - c. develop informational strategies that involve coordination with other organizations to ensure that a variety of audiences are reached, and
  - d. develop, annually, a plan outlining in detail comprehensive dissemination strategies for all products and services specified in this Statement of Work. The plan is due at the end of the third month of each contract year.

### B. Informational Resource Management

The Contractor shall:

1. Provide for the use of computer hardware and software to perform the tasks in this Statement of Work. The Contractor, at a minimum, shall use Government Furnished Equipment (GFE), both hardware and software, to maintain and use the database and the thesaurus, produce publications using desktop publishing, and converting publications to HTML/PDF for loading onto NIAAA's World Wide Web.
2. Provide state-of-the-art computer technology for preparing slides and overheads, charts, illustrations, and other graphics.
3. Provide an electronic mechanism for transferring publications, html files, manuscripts, and the like to NIAAA and the capability to communicate via email with NIAAA staff.



C. Mailing Lists

The Contractor shall:

1. Maintain and update a mailing list of approximately 30,000 names. The contractor will develop and maintain a system to ensure that duplicate names are not added to the mailing list. The system also will be designed to provide labels of subsets of the mailing list.
2. Update the mailing list by developing a form to be sent to all mailing list recipients. The form will be appended to one of the issues of Alcohol Alert or the NIAAA newsletter.

D. Warehousing and Distribution Services

1. Maintain a storage facility called the NIAAA Publications Distribution Center in the Washington DC area. The facility should have approximately 3000 square feet. The facility must have sufficient loading/unloading access.
2. Receive, verify, and store bulk shipments of materials and notify Project Officer of the quantity, arrival date, and any discrepancies. An inventory system shall be maintained that alerts staff when quantities reach an established minimum level.
3. Develop and maintain a computer-based inventory system to ensure that accurate information is available at all times. This system should include generating a picking/packing slip and label; tracking requests; identifying high volume materials; providing an accurate record of what materials were sent and when; and notifying requesters for out-of-stock publications or other messages.
4. Provide an inventory/distribution report appended to the monthly report that includes date publication added to the inventory, publication date, units in stock, monthly totals, yearly totals, and the number of publications in stock.
5. Provide the resources to package and mail materials used to respond to requests for NIAAA publications. Requests, including single and bulk orders, will be filled within five working days of receipt of the request, unless otherwise approved by the Project Officer.
6. Provide the capability to disseminate NIAAA publications. Bulk quantities will be mailed to selected associations and organizations and to conferences where NIAAA will be exhibiting.
7. Provide annual mailing support for the following:

Mailings

Pieces

<u>Alcohol Health &amp; Research World</u>	400
<u>Alcohol Alert</u>	100,000
Conferences	23,000

8. Respond to approximately 6,000 individual requests annually and distribute as many as 600,000 publications annually.
9. Continue the limited cost-recovery program. Develop a plan that will explore expanding the current cost recovery program.
10. Provide labor and postage costs for mailing publications. Third class bulk postage rates will be used.
11. Based on the estimated volume of requests and document distribution activity as specified, the Contractor must provide sufficient warehousing to stock NIAAA publications. The amount of space needed is estimated to be 6,000 square feet. The facility must have sufficient loading/unloading access to meet Government Printing Office requirements.
12. Provide weekly, and more frequently as needed, messenger service between the Contractor's warehouse and NIAAA.

E. Messenger Service

1. The Contractor will provide daily messenger service to pick up and transport contract-related mail and materials between the Contractor's facility and the NIAAA. In addition, the Contractor shall provide approximately one round trip weekly and one special trip monthly in the Washington DC metropolitan area by a commercial messenger service.

F. Quality Control

The Contractor shall:

1. Develop written documentation of major policies and procedures for all contract tasks. Procedures shall be an accurate record of those used by the Contractor's staff and shall be revised regularly to maintain currency. Revised text shall be submitted to the Project Officer annually. The procedures shall include but not be limited to:
  - a. documentation on the bibliographic database, mailing list database, and for converting materials to HTML/PDF files,
  - b. instructions for acquisitions, abstracting, indexing, and data entry,
  - c. instructions for acquiring and screening materials for the ETOH database,

and

- d. documentation on the development of all publications.
2. Review, on a regularly scheduled basis, NIAAA products and services required in this Statement of Work to ensure that users' requirements are being met and provide feedback to the Project Officer.
3. Establish and maintain a management information system that will provide NIAAA with statistical data on level of effort and costs for each major contract task and product (e.g., person hours, planning costs, development costs, writing costs). Such information will be provided to the Project Officer, as requested.

#### Government Project Officer

The Project officer designated in writing by the Contracts Officer shall monitor all work under this contract. The Contractor must work closely with the Project Officer to ensure efficient and effective performance on this highly visible project. Daily contact via telephone, written communications, and monthly meetings are anticipated. The Project Officer must be thoroughly apprised of all activities and must approve all plans, procedures, and products related to the operation of the contract.

#### H. ***DELIVERABLES:***

The following reports shall be prepared and submitted to the Contracting Officer in accordance with each specified requirement. Reports submitted under this contract shall reference and cite the contract number in addition to identifying the National Institute on Alcohol Abuse and Alcoholism as the sponsoring agency.

##### 1. Reports

###### a. Monthly Technical Progress Report

A monthly technical progress report will be submitted in four (4) copies, no later than the 10<sup>th</sup> day of the month following the month being reported. The report shall be in narrative form and shall, at a minimum, address the following areas:

(1) Progress made to date on the specific work to be accomplished.

(2) A summary of work in progress including statistical summaries of activity by month, year-to-date, and cumulatively for each task and milestone charts for each *Alcohol Research & Health* issue in progress.

(3) Problems and difficulties encountered with recommended solutions on rectifying the problem.

each

- (4) Previous problems and difficulties solved including delinquent assignments.
- (5) New work to be undertaken.
- b. Draft Annual Report  
The Contractor shall submit to the Contracting Officer two copies of a draft annual report within one month after the completion of the period of performance. The Government will review and return the approved draft with comments, if necessary, within 15 calendar days. The draft copy will be typed on double space or space and a half and will include pertinent materials as necessary and in sufficient detail to explain the results achieved under the contract
- c. Annual Report  
Within five calendar days prior to the completion of the period of performance, the Contractor shall submit five copies of the Annual Report to the Contracting Officer.
- d. Draft Final Report  
The Contractor shall submit to the Contracting Officer two copies of a final report within two months prior to the completion of the period of performance. The Government will review and return the approved draft with comments, if necessary, within 15 calendar days. The draft copy will be typed in double space or space and a half and will include all illustration, tables, drawings, charts, data sheets, and other pertinent material as necessary and in sufficient detail to explain the results achieved under the contract.
- e. Final Report  
Within five calendar days prior to the completion of the period of performance, the Contractor shall submit five copies of the Final Report to the Contracting Officer.
- f. Other Deliverables

<u>ITEM</u>	<u>SOW REFERENCE</u>	<u>DELIVERY DATE</u>
List of journal Subscriptions	Task III.A.4.	August 2002 August 2003 August 2004 August 2005 August 2006
Summary of any changes to ETOH file formats, quality control procedures	Task III.B.2.	Quarterly throughout the contract beginning March 2002

Revised abstract indexing, and data entry procedures	Task III.B.6.	March 1, 2002
Description of training program for abstractors and indexers	Task III.B.7.	March 1, 2002 thereafter revisions to training program to be included in monthly reports
Inventory Report on materials in NIAAA library	Task III.C.5.	February 2003 February 2005
Thesaurus Updating	Task IV.2.	October 2003 October 2006
<u>Alcohol Research &amp; Health</u>	Task I.A.I.	
Concept Papers		
Vol. 27, No. 2		April 1, 2002
Vol. 27, No. 3		July 1, 2002
Vol. 27, No. 4		October 1, 2002
Vol. 28, No. 1		January 2, 2003
Vol. 28, No. 2		April 1, 2003
Vol. 28, No. 3		July 1, 2003
Vol. 28, No. 4		October 1, 2003
Vol. 29, No. 1		January 2, 2004
Vol. 29, No. 2		April 1, 2004
Vol. 29, No. 3		July 1, 2004
Vol. 29, No. 4		October 1, 2004
Vol. 30, No. 1		January 2, 2005
Vol. 30, No. 2		April 1, 2005
Vol. 30, No. 3		July 1, 2005
Vol. 30, No. 4		October 1, 2005
Vol. 31, No. 1		January 2, 2006

Vol. 31, No. 2	April 1, 2006
Vol. 31, No. 3	July 1, 2006
Vol. 31, No. 4	October 1, 2006
Vol. 32, No. 1	December 30, 2006
Final Manuscript Due at NIAAA	
Vol. 26, No. 2	April 1, 2002
Vol. 26, No. 3	July 1, 2002
Vol. 26, No. 4	October 1, 2002
Vol. 27, No. 1	January 2, 2003
Vol. 27, No. 2	April 1, 2003
Vol. 27, No. 3	July 1, 2003
Vol. 27, No. 4	October 1, 2003
Vol. 28, No. 1	January 2, 2004
Vol. 28, No. 2	April 1, 2004
Vol. 28, No. 3	July 1, 2004
Vol. 28, No. 4	October 1, 2004
Vol. 29, No. 1	January 2, 2005
Vol. 29, No. 2	April 1, 2005
Vol. 29, No. 3	July 1, 2005
Vol. 29, No. 4	October 1, 2005
Vol. 30, No. 1	January 2, 2006
Vol. 30, No. 2	April 1, 2006
Vol. 30, No. 3	July 1, 2006
Vol. 30, No. 4	October 1, 2006
Vol. 31, No. 1	December 30, 2006

Alcohol Alert

Task III.B.3.

March 2002  
June 2002  
September 2002  
December 2002  
March 2003  
June 2003  
September 2003

December 2003  
 March 2004  
 June 2004  
 September 2004  
 December 2004  
 March 2005  
 June 2005  
 September 2005  
 December 2005  
 March 2006  
 June 2006  
 September 2006  
 December 2006

New or Revised Publications

Ten pamphlets  
 (6-8 pages, 3 \_ x  
 8 \_ inches)

Task I.C.1.a.

June 2002  
 December 2002  
 June 2003  
 December 2003  
 June 2004  
 December 2004  
 June 2005  
 December 2005  
 June 2006  
 December 2006

Five booklets, (12-20  
 Pages, 6 x 9 inches)

Task I.C.1.b.

September 2002  
 September 2003  
 September 2004  
 September 2005  
 September 2006

Ten publications (NIAAA  
 Monograph series)

Task I.C.1.c.

May 2002  
 November 2002  
 May 2003  
 November 2003  
 May 2004  
 November 2004  
 May 2005  
 November 2005  
 May 2006

		November 2006
Two publications (50 Pages, 8 _ x 11 inches)	Task I.C.1.d.	August 2003 August 2006
Newsletter	Task I.D.a.	May 2002 September 2002 January 2003 May 2003 September 2003 January 2004 May 2004 September 2004 January 2005 May 2005 September 2005 January 2006 May 2006 September 2006
<u>Public Education Campaign</u>		
Develop visual theme	Task II.A.1.	April 2002 April 2004
Prepare one television PSA announcement	Task II.B.1.	September 2002 September 2003 September 2004 September 2005 September 2006
Prepare five video PSA announcements	Task II.C.1.	September 2002 September 2003 September 2004 September 2005 September 2006
Two large exhibits	Task V.B.2.	As requested by the Project Officer
Two table top exhibits	Task V.B.4.	As requested by the Project Officer



Conference schedule	Task V.B.4.	August 2002 August 2003 August 2004 August 2005 August 2006
Conference report	Task V.B.5.	Two weeks following each conference

#### Information Materials

Informational print Advertisements	Task VI.A.2.a.	As requested by the Project Officer
Articles about ETOH, Thesaurus, or other NIAAA services	Task VI.A.2.b.	Two annually as requested by the Project Officer
Annual dissemination Plan	Task VI.A.2.d.	March of each year throughout the contract Period

#### Quality Control

Policies and Procedures Manual	Task F.1.	June of each year throughout the contract period
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#### I. ***FUNDING DOCUMENT:***

Funding for this project is not currently available. Contract award is subject to the availability of Fiscal Year 2002 funds. See FAR Clause 52.232-18, entitled Availability of Funds (APRIL 1984).

#### J. ***EVALUATION FACTORS:***

##### 1. Mandatory Qualification Criteria

Listed below are mandatory qualification criteria.

**OFFERORS SHALL INCLUDE ALL INFORMATION WHICH DOCUMENTS AND/OR SUPPORTS THE MANDATORY CRITERIA IN ONE CLEARLY MARKED SECTION OF THEIR PROPOSAL OR SHALL PROVIDE AN INDEX**

**WHICH DIRECTS THE REVIEWER(S) TO THE SPECIFIC AREAS OF THE PROPOSAL THAT ADDRESS A PARTICULAR MANDATORY CRITERION.**

**OFFERORS MUST MEET THE CONDITIONS OF ALL 4 MANDATORY CRITERIA IN ORDER FOR THEIR PROPOSAL TO RECEIVE FURTHER REVIEW.**

- a. The Contractor shall have or be willing to establish an office located within 45 minutes commuting distance by car of the Rockville area. The location must be such as to permit close consultation, coordination, and timeliness in all matters related to the operation of the tasks in this Statement of Work.
- b. The Contractor shall have a FAX machine with the capability of transmitting, automatically, overnight; and compatible computer software (WordPerfect 6.0 or higher) and hardware (IBM-compatible personal computers) with that in use in the NIAAA.
- c. The Contractor shall demonstrate how they would arrange their facility so as to provide easy access to a clearly designated NIAAA Alcohol Library (a separate entry must be available so that visitors do not have to be routed through the Contractor's corporate lobby or offices) and provide a sign or other designation indicating clear association between NIAAA and the project. The facility shall be accessible to the handicapped. A minimum of 1,440 square feet of space is required to house the NIAAA Research Library.
- d. The Contractor shall provide a project director that is dedicating 100% of his/her effort to this contract.

2. General

The major evaluation factors for this solicitation include technical (which encompasses experience and past performance factors), cost/price factors and Small Disadvantaged Business (SDB) Participation. Although technical factors are of paramount consideration in the award of the contract, cost/price and SDB participation are also important to the overall contract award decision. All evaluation factors other than cost or price, when combined are approximately equal to cost or price. In any case, the Government reserves the right to make an award to that offeror whose proposal provides the best overall value to the Government.

The evaluation will be based on the demonstrated capabilities of the prospective Contractors in relation to the needs of the project as set forth in the RFTOP. The merits of each proposal will be evaluated carefully. Each proposal must document the feasibility of successful implementation of the requirements of the RFTOP. Offerors

must submit information sufficient to evaluate their proposals based on the detailed criteria listed below.

3. Technical Evaluation Criteria

The evaluation criteria are used by the technical evaluation committee when reviewing the technical proposals. The criteria below are listed in order of relative importance with weights assigned for evaluation purposes.

a. Understanding the Requirements and Technical Approach 40 Points

The proposal must demonstrate a thorough understanding of the requirements of the Statement of Work and describe an approach which will show the achievement of timely and acceptable performance.

The offeror must describe how it will accomplish each task and the Government will evaluate the proposed plan for its soundness, practicability, and feasibility.

The proposal must demonstrate a reasonable and feasible organization and staffing, and include:

- a person-loading chart showing staff hours for each task,
- a schedule of project tasks including milestones and deliverables, and
- an organizational chart delineating lines of authority.

b. Personnel 30 Points

The Government will evaluate proposed personnel on their demonstrated and documented relevant expertise, education, availability and experience. The offeror must demonstrate experience in science writing, editing, library and information science, database management, developing and implementing public education programs, responding to publication requests, and handling logistical support for conferences. The offeror must demonstrate knowledge and/or experience in the alcohol field.

The project director must have experience in the management and operation of the diverse tasks required in this Statement of Work.

The offeror must include letters of commitment from individuals not currently employed by the offeror, as well as resumes of key personnel.

c. Corporate Management Capability 10 Points

The offeror must submit a corporate management plan which clearly defines the lines of authority and responsibility within the organization itself and between the organization itself and the proposed project. Corporate individuals having

oversight responsibility for the proposed project must be identified and appropriate quality procedures must be included.

- d. Past Performance 15 Points  
The offeror must demonstrate recent successful experience in managing similar contracts or related work of comparable technical complexity. The government seeking to determine whether the offeror has consistently demonstrated a commitment to customer satisfaction and timely delivery of high quality products and services. The offeror must submit a list and description of the last five contracts completed during the past three years and all contracts currently in progress that are similar in nature to this Statement of Work. In addition, the offeror shall include the name and telephone number of the technical point of contact.

NIAAA staff will contact the references provided to assess the offeror's: (1) record of conforming to specifications and standards of good workmanship; (2) adherence to contract schedules, including administrative aspects of performance (3) reputation for reasonable and cooperative behavior and commitment to customer satisfaction; and (4) record of controlling and forecasting costs.

The evaluation will be based on information obtained from references provided by the offeror, other relevant past performance information obtained from other sources known to the Government, and any information supplied by the offeror concerning problems encountered on the identified contracts and corrective action taken.

The Government will consider the currency and relevance of the information, source of information, context of the data, and general trends in the offeror's performance.

- e. Facilities and Equipment 5 Points  
The offeror shall describe in detail the availability and proposed utilization of appropriate facilities and equipment to successfully perform this Statement of Work. This includes equipment such as telephones, facsimiles, computers, Internet access, and space for the day-to-day operations, a minimum of 1,440 square feet to house the NIAAA Research Library and 3,000 square feet to warehouse NIAAA publications.

K. ***ADDITIONAL INSTRUCTIONS:***

1. **Amendments to solicitations.** If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).
2. **Submission, modification, revision, and withdrawal of proposals.**
  - a. Offers shall submit proposals and modifications to proposals in paper media in sealed envelopes or packages addressed to the Contracting Officer (CO) specified in Paragraph A., Point of Contact (POC). The envelope shall show the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper.
  - b. The first page of the proposal must show--
    - (1) The solicitation number;
    - (2) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);
    - (3) A statement specifying the extent of agreement with all terms, conditions and provisions included in the solicitation and agreement to furnish any of all items upon which prices are offered at the price set opposite each item;
    - (4) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation;
    - (5) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office;
    - (6) Taxpayer's Identification Number (TIN);
    - (7) Data Universal Numbering System (DUNS) Number;
    - (8) The following statement: This proposal reflects our estimates and/or actual costs as of this date and conforms, with the instructions in FAR 15.403-5(b)(1) and Table 15-2. By submitting this proposal we grant the Contracting Officer and authorized representative(s) the right to examine at any time before award, those records, which include books, documents, accounting procedures and practices, and other data, regardless of type and form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price; and,
    - (9) Whether your organization is subject to cost accounting standards; whether your organization has submitted a CASB Disclosure Statement, and if it has been determined adequate; whether you have been notified

that you are or may be in noncompliance with our Disclosure Statement or CAS, and if yes, an explanation; whether any aspect of this proposal is inconsistent with our disclosed practices or applicable CAS, and if so, an explanation; and whether the proposal is consistent with your established estimating and accounting principles and procedures and FAR Part 31, Cost Principles, and, if not, an explanation.

- c. Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach the POC by the time specified in the solicitation.
- d. Any proposal, modification, or revision received at the POC CO after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the POC CO determines that accepting the late offer would not unduly delay the acquisition; and:
  - (1) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or
  - (2) It is the only proposal received.
- e. A late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.
- f. Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.
- g. If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.
- h. Proposals may be withdrawn by written notice received at any time before award.  
Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established

and the person signs a receipt for the proposal before award. Withdrawals are effective upon receipt of notice by the CO.

- i. Offerors shall submit proposals in English and in U.S. dollars.
  - j. Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.
  - k. Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.
3. **Offer expiration date.** Proposals in response to this solicitation will be valid for 180 days (unless a different period is proposed by the offeror).

4. **Notice of Price Evaluation Adjustment for Small Disadvantaged Business**

Concerns

In accordance with FAR Clause 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns, incorporated by reference, offerors will be evaluated by adding a factor of 10 percent to the price of all offers, except offers from small disadvantaged business concerns that have not waived the adjustment. (Note: A listing of other offerors who are excepted and will not have this evaluation factor added to their offer may be found in subparagraph (b) of FAR Clause 52.219-23.)

A small disadvantaged business concern may elect to waive the adjustment, in which case the factor will be added to its offer for evaluation purposes. The agreements in paragraph (d) of FAR Clause 52.219-23 do not apply to offerors that waive the adjustment.

**AN OFFEROR WHO ELECTS TO WAIVE THIS EVALUATION ADJUSTMENT MUST SPECIFICALLY INDICATE WITH A STATEMENT TO THIS EFFECT ON THE COVER PAGE OF ITS BUSINESS PROPOSAL.**

5. **Type of Contract and Number of Award(s)**

It is anticipated that one award will be made from this solicitation and that the award will be made on/about March 1, 2002.

It is anticipated that the award from this solicitation will be a multiple-year, cost reimbursement, completion type contract.

6. **Estimate of Effort**

To assist you in the preparation of your proposal, the Government considers the yearly effort to be approximately 35,368 labor hours. This information is furnished for the offeror's information only and is not to be considered restrictive for proposal purposes.

7. **Communications Prior to Contract Award**

Offerors shall direct all communications to the attention of the POC Contract Specialist or Contracting Officer. Communications with other officials may compromise the competitiveness of this acquisition and result in cancellation of the requirement.

8. **Reference Materials**

A "reading room" containing reference materials pertinent to this acquisition is available at 6000 Executive Boulevard, Willco Building, Suite 504, Bethesda, Maryland from Wednesday, July 18, 2001 until the closing date of the RFTOP. Use of the reading room is by appointment only; contact Tim Crilley, (301) 443-1191 for arrangements.

9. **Authorized Official and Submission of Proposal**

The proposal must be signed by an official authorized to bind your organization and must stipulate that it is predicated upon all the terms and conditions of this RFTOP. Your proposal shall be submitted in the number of copies, to the addressees, and marked as indicated. Proposals will be typewritten, paginated, reproduced on letter size paper and will be legible in all required copies. To expedite the proposal evaluation, all documents required for responding to the RFTOP should be placed in the following order:

I. **COVER PAGE**

Include RFTOP title, number and other information required by paragraph K.2.b. and indicate whether the proposal is an original or copy;

II. **TECHNICAL PROPOSAL**

It is recommended that the technical proposal consist of a cover page, a table of contents, and the information requested in the Technical Proposal Instructions.

III. **BUSINESS PROPOSAL**

It is recommended that the business proposal consist of a cover page, a table of contents, and the information requested in the Business Proposal Instructions.

10. **Separation of Technical and Business Proposals**

The proposal must be prepared in two parts: a "Technical Proposal" and a "Business Proposal." Each of the parts shall be separate and complete in itself so that evaluation of one may be accomplished independently of, and concurrently with, evaluation of the other. The technical proposal must include direct cost and resources information, such as labor-hours and categories and applicable rates, materials, subcontracts, travel, etc.,



and associated costs so that the offeror's understanding of the project may be evaluated. However, the technical proposal should **not** include pricing data relating to individual salary information, indirect cost rates or amounts, fee amounts (if any), and total costs. The technical proposal should disclose your technical approach in as much detail as possible, including, but not limited to, the requirements of the technical proposal instructions.

11. **Alternate Proposals**

You may, at your discretion, submit alternate proposals, or proposals which deviate from the requirements; provided, that you also submit a proposal for performance of the work as specified in the statement of work. Such proposals may be considered if overall performance would be improved or not compromised and if they are in the best interest of the Government. Alternative proposals, or deviations from any requirements of this RFTOP, shall be clearly identified.

12. **Confidentiality of Proposals--HHSAR 352.215-12, Restriction on Disclosure and Use of Data (April 1984)** The proposal submitted in response to this request for proposals may contain data (trade secrets; business data, e.g., commercial information, financial information, and cost and pricing data; and technical data) which the offeror, including its prospective subcontractor(s), does not want used or disclosed for any purpose other than for evaluation of the proposal. The use and disclosure of any data may be so restricted; **provided**, that the Government determines that the data are not required to be disclosed under the Freedom of Information Act, 5 U.S.C. 552, as amended, and the offeror marks the cover sheet of the proposal with the following legend, specifying the particular portions of the proposal which are to be restricted in accordance with the conditions of the legend. The Government's determination to withhold or disclose a record will be based upon the particular circumstances involving the record in question and whether the record may be exempted from disclosure under the Freedom of Information Act:

“Unless disclosure is required by the Freedom of Information Act, 5 U.S.C. 552, as amended, (the Act) as determined by Freedom of Information (FOI) Officials of the Department of Health and Human Services, data contained in the portions of this proposal which have been specifically identified by page number, paragraph, etc. by the offeror as containing restricted information shall not be used or disclosed except for evaluation purposes.

The offeror acknowledges that the Department may not be able to withhold a record (data, document, etc.) nor deny access to a record requested pursuant to the Act, and that the Department's FOI officials must make that determination. The offeror hereby agrees that the Government is not liable for disclosure if the Department has determined that disclosure is required by the Act.

If a contract is awarded to the offeror as a result of, or in connection with, the submission of this proposal; the Government shall have the right to use or disclose the data to the extent provided in the contract. Proposals not resulting in a contract remain subject to the Act.

The offeror also agrees that the Government is not liable for disclosure or use of unmarked data and may use or disclose the data for any purpose, including the release of the information pursuant to requests under the Act.

The data subject to this restriction are contained in pages (insert page numbers, paragraph designations, etc. or other identification)."

In addition, the offeror should mark each page of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this page is subject to the restriction on the cover sheet of this proposal."

**NOTE:** Offerors are cautioned that proposals submitted with the restrictive legends or statements differing in substance from the above legend may not be considered for award. The Government reserves the right to reject any proposal submitted with a nonconforming legend.

**13. Technical Proposal Instructions**

Offerors shall prepare a detailed work plan indicating how each aspect of the statement of work is to be accomplished. The plan should reflect a clear understanding of the nature of the work being undertaken. The technical proposal must include information on how the project is to be organized, staffed, and managed. Proposals which merely offer to conduct a program in accordance with the requirements of the Government's scope of work will not be eligible for award.

**a. Technical Discussions**

The technical discussion included in the technical proposal should respond to the items set forth below:

**(1) Statement of Work**

**(a) Objectives**

State the overall objectives and the specific accomplishments you hope to achieve. Indicate the rationale for your plan, and relation to comparable work in progress elsewhere. Review pertinent

work already published which is relevant to this project and your proposed approach. This should support the scope of the project as you perceive it.

(b) **Approach**

Use as many subparagraphs, appropriately titled, as needed to clearly outline the general plan of work. Discuss phasing of research and, if appropriate, include experimental design and possible or probable outcome of approaches proposed.

(c) **Methods**

Describe in detail the methodologies you will use for the project, indicating your level of experience with each, areas of anticipated difficulties, and any unusual expenses you anticipate.

(d) **Schedule**

Provide a schedule for completion of the work and delivery of items specified in the statement of work. Performance or delivery schedules shall be indicated for phases or segments, as applicable as well as for the overall program. Schedules shall be shown in terms of calendar months from the date of authorization to proceed or, where applicable, from the date of a stated event, as for example, receipt of a required approval by the Contracting Officer. Unless the request for proposal indicates that the stipulated schedules are mandatory, they shall be treated as desired or recommended schedules. In this event, proposals based upon the offeror's best alternative schedule, involving no overtime, extra shift or other premium, will be accepted for consideration.

(2) **Personnel**

Describe the experience and qualifications of personnel who will be assigned for direct work on this program. Information is required which will show the composition of the task or work group, its general qualifications, and recent experience with similar equipment or programs. Special mention shall be made of direct technical supervisors and key technical personnel, and the approximate percentage of the total time each will be available for this program.

**OFFERORS SHOULD ASSURE THAT THE PRINCIPAL INVESTIGATOR, AND ALL OTHER PERSONNEL PROPOSED, SHALL NOT BE COMMITTED ON FEDERAL GRANTS AND CONTRACTS FOR MORE THAN A TOTAL OF 100% OF THEIR**

**TIME. IF THE SITUATION ARISES WHERE IT IS DETERMINED THAT A PROPOSED EMPLOYEE IS COMMITTED FOR MORE THAN 100% OF HIS OR HER TIME, THE GOVERNMENT WILL REQUIRE ACTION ON THE PART OF THE OFFEROR TO CORRECT THE TIME COMMITMENT.**

**(a) Principal Investigator/Project Director**

List the name of the Principal Investigator/Project Director responsible for overall implementation of the contract and key contact for technical aspects of the project. Even though there may be co-investigators, identify the Principal Investigator/Project Director who will be responsible for the overall implementation of any awarded contract. Discuss the qualifications, experience, and accomplishments of the Principal Investigator/Project Director. State the estimated time to be spent on the project, his/her proposed duties, and the areas or phases for which he/she will be responsible.

**(b) Other Investigators**

List all other investigators/professional personnel who will be participating in the project. Discuss the qualifications, experience and accomplishments. State the estimated time each will spend on the project, proposed duties on the project, and the areas or phases for which each will be responsible.

**(c) Additional Personnel**

List names, titles, and proposed duties of additional personnel, if any, who will be required for full-time employment, or on a subcontract or consultant basis. The technical areas, character, and extent of subcontract or consultant activity shall be indicated and the anticipated sources shall be specified and qualified. For a proposed personnel who are not currently members of the offeror's staff, a letter of commitment or other evidence of availability is required. A resume does not meet this requirement. Commitment letters for use of consultants and other personnel to be hired must include:

-The specific items or expertise they will provide.

-Their availability to the project and the amount of time anticipated.

-Willingness to act as a consultant.

-How rights to publications and patents will be handled.

(d) **Resumes**

Resumes of all key personnel are required. Each must indicate educational background, recent experience, specific or technical accomplishments, and a listing of relevant publications.

b. **Other Considerations**

Record and discuss specific factors not included elsewhere which support your proposal. Using specifically titled subparagraphs, items may include:

- (1) Any agreements and/or arrangements with subcontractor(s). Provide as much detail as necessary to explain how the statement of work will be accomplished within this working relationship.
- (2) Unique arrangements, equipment, etc., which none or very few organizations are likely to have which is advantageous for effective implementation of this project.
- (3) Equipment and unusual operating procedures established to protect personnel from hazards associated with this project.
- (4) Other factors you feel are important and support your proposed research.
- (5) Recommendations for changing reporting requirements if such changes would be more compatible with your proposed schedules.

14. **Business Proposal Instructions**

a. **Basic Cost/Price Information**

The business proposal must contain sufficient information to allow the Government to perform a basic analysis of the proposed cost or price of the work. This information shall include the amounts of the basic elements of the proposed cost or price. These elements will include, as applicable, direct labor, fringe benefits, travel, materials, subcontracts, purchased parts, shipping, indirect costs and rate, fee, and profit.

b. **Cost and Pricing Data**

(1) **General Instructions**

- (a) As part of the specific information required, you must submit, with your proposal, cost or pricing data (that is, data that are verifiable and factual and otherwise as defined as FAR 15.401). You must clearly identify on your cover sheet that cost or pricing data are included as part of the proposal. In addition, you must submit with our proposal any information reasonably required to explain your estimating process, including--
  - 1. The judgmental factors applied and the mathematical or other methods used in the estimate, including those used in projecting from known data; and
  - 2. The nature and amount of any contingencies included in the proposed price.
- (b) You must attach cost-element breakdowns for each proposed line item, using the appropriate format prescribed in the “Formats for Submission of Line Item Summaries” section of Table 15-2. You must furnish support breakdowns for each cost element, consistent with your cost accounting system.
- (c) When more than one contract line item is proposed, you must also provide summary total amounts covering all line items for each element of cost.
- (d) Whenever you have incurred costs for work performed before submission of a proposal, you must identify those costs in your cost/price proposal.
- (e) As soon as practicable after final agreement on price or an earlier date agreed to by the parties, but before the award resulting from the proposal, you must, under the conditions stated in FAR 15.406-2, submit a Certificate of Current Cost or Pricing Data.

c. **Cost Elements**

Depending on your system, you must provide breakdowns for the following basic cost elements, as applicable:

- (1) **Materials and services.** Provide a consolidated priced summary of individual material quantities included in the various tasks, orders, or contract line items being proposed and the basis for pricing (vendor quotes, invoice prices, etc). Include raw materials, parts, components,

assemblies, and services to be produced or performed by others. For all items proposed, identify the item and show the source, quantity, and price. Conduct price analyses of all subcontractor proposals. Conduct cost analyses for all subcontracts when cost or pricing data are submitted by the subcontractor. Include these analyses as part of your own cost or pricing data submissions for subcontracts expected to exceed the appropriate threshold in FAR 15.403-4. Submit the subcontractor cost or pricing data as part of your own cost or pricing data as required in paragraph 2.A(2) of this table. These requirements also apply to all subcontractors if required to submit cost or pricing data.

- (a) *Adequate Price Competition.* Provide data showing the degree of competition and the basis for establishing the source and reasonableness of price for those acquisitions (such as subcontracts, purchase orders, material order, etc.) exceeding, or expected to exceed, the appropriate threshold set for at FAR 15.403-4 priced on the basis of adequate price competition. For interorganizational transfers priced at other than the cost of comparable competitive commercial work on the divisions, subsidiary, or affiliate of the contractor, explain the pricing method (see FAR 31.205-26(e)).
- (b) *All Other.* Obtain cost or pricing data from prospective sources for those acquisitions (such as subcontracts, purchase orders, material order, etc.) which exceed the threshold set for in FAR 15.403-4 and not otherwise exempt, in accordance with FAR 15.403-1(b) (i.e., adequate price competition, commercial items, prices set by law or regulation or waiver). Also, provide data showing the basis for establishing source and reasonableness of price. In addition, provide a summary of our cost analysis and a copy of cost or pricing data submitted by the prospective source in support of each subcontract, or purchase order that is the lower of either \$10,000,000 or more, or both more than the pertinent cost or pricing data threshold and more than 10 percent of the prime contractor's proposed price. The Contracting Officer may require you to submit cost or pricing data in support of proposal in lower amounts. Subcontractor cost or pricing data must be accurate, complete and current as of the date of final price agreement, or an earlier date agreed upon by the parties, given on the prime contractor's Certificate of Current Cost or Pricing Data. The prime contractor is responsible for updating a prospective subcontractor's data. For standard commercial items fabricated to

the offeror that are generally stocked in inventory, provide a separate cost breakdown, if priced based on cost. For interorganizational transfers priced at cost, provide a separate breakdown of cost elements. Analyze the cost or pricing data and submit the results of your analysis of the prospective source's proposal. When submission of a prospective source's cost or pricing data is required as described in this paragraph, it must be included along with your own cost or pricing data submission, as part of your own cost or pricing data. You must also submit any other cost or pricing data obtained from a subcontractor, either actually or by specific identification, along with the results of any analysis performed on that data.

- (2) **Direct Labor.** Provide a time-phased (e.g., monthly, quarterly, etc.) breakdown of labor hours, rates, and cost by appropriate category, and furnish bases for estimates.
- (3) **Indirect Costs.** Indicate how you have computed and applied your indirect costs, including cost breakdowns. Show trends and budgetary data to provide a basis for evaluating the reasonableness of proposed rates. Indicate the rates used and provide an appropriate explanation.
- (4) **Other Costs.** List all other costs not otherwise included in the categories described above (e.g., special tooling, travel, computer and consultant services, preservation, packaging and packing, spoilage and rework, and Federal excise tax on finished articles) and provide bases for pricing.
- (5) **Royalties.** If royalties exceed \$1,500, you must provide the following information on a separate page for each separate royalty or license fee:
  - (a) Name and address of licensor.
  - (b) Date of license agreement.
  - (c) Patent numbers.
  - (d) Patent application serial numbers, or other basis on which the royalty is payable.
  - (e) Brief description, (including any pat or model numbers of each contract item or component on which the royalty is payable).
  - (f) Percentage or dollar rate of royalty per unit.
  - (g) Unit price of contract item.
  - (h) Number of units.
  - (i) Total dollar amount of royalties.



- (j) If specifically requested by the Contracting Officer, a copy of the current license agreement and identification of applicable claims c specific patents (see FAR 27.204 and 31.205-37).

- (6) **Facilities Capital Cost of Money.** When you elect to claim facilities capital cost of money as an allowable cost, you must submit Form CASB-CMF and show the calculation of the proposed amount (see FAR 31.205-10)

15. **Other Administrative Data**

a. **Property**

- (1) It is DHHS policy that Contractors will provide all equipment and facilities necessary for performance of contracts. Exception may be granted to furnish Government-owned property, or to authorize purchas with contract funds, only when approved by the Contracting Officer. If the offeror is proposing that the Government provide any equipment, other than that specified under Government Furnished Property in the RFTOP, the proposal must include comprehensive justification which includes:
  - (a) An explanation that the item is for a special use essential to the direct performance of the contract and the item will be used exclusively for the purpose. Office equipment such as desks, office machines, etc., will not be provided under a contract excep under very exceptional circumstances.
  - (b) No practical or economical alternative exists (e.g., rental, capital investment) that can be used to perform the work.
- (2) The offeror shall identify Government-owned property in its possessor and/or Contractor titled property acquired from Federal funds, which it proposes to use in the performance of the prospective contract.
- (3) The management and control of any Government property shall be in accordance with DHHS Publication (OS) 686 entitled, "Contractors Guic for Control of Government Property (1990)," a copy of which will be provided upon request.

- b. **Submission of Electronic Funds Transfer Information with Offer, FAR Clause 52.232-38 (MAY 1999)** The offeror shall provide, with its offer, the

following information that is required to make payment by electronic funds transfer (EFT) under any contract that results from this solicitation. This submission satisfies the requirement to provide EFT information under paragraphs (b)(1) and (j) of the clause at 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration.

- (1) The name, address, and 9-digit Routing Transit Number of the offeror's financial agent.
- (2) The offeror's account number and the type of account (checking, savings or lockbox).
- (3) If applicable, the Fedwire Transfer System telegraphic abbreviation of the offeror's financial agent.
- (4) If applicable, the offeror shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the offeror's financial agent is not directly on-line to the Fedwire and, therefore, not the receiver of the wire transfer payment.

c. **Incremental Funding**

An incrementally funded cost-reimbursement contract is a contract in which the total work effort is to be performed over a multiple year period and funds are allotted, as they become available, to cover discernible phases or increments of performance. The incremental funding technique allows for contracts to be awarded for period in excess of one year even though the total estimated amount of funds expected to be obligated for the contract are not available at the time of the contract award. If this requirement is specified elsewhere in this RFTOP, the offeror shall submit a cost proposal for each year. In addition, the following provisions are applicable:

Sufficient funds are not presently available to cover the total cost of the complete multiple year project described in this solicitation. However, it is the Government's intention to negotiate and award a contract using the incremental funding concepts described in the clause entitled "Limitation of Funds." Under that clause, which will be included in the resultant contract, initial funds will be obligated under the contract to cover an initial period of performance. Additional funds are intended to be allotted from time to time, to the contract by contract modification, up to and including the full estimated cost of the contract, to accomplish the entire project. While it is the Government's intention to progressively fund this contract over the entire period of performance up to and including the full estimated costs, the Government will not be obligated to reimburse the Contractor

for costs incurred in excess of the periodic allotments, nor will the Contractor be obligated to perform in excess of the amount allotted.

The "Limitation of Funds" clause to be included in the resultant contract shall supersede the "Limitation of Cost" clause found in the General Clauses.

d. **Subcontractors**

If subcontractors are proposed, please include a commitment letter from the subcontractor detailing:

- (1) Willingness to perform as a subcontractor for specific duties (list duties)
- (2) What priority the work will be given and how it will relate to other work
- (3) The amount of time and facilities available to this project.
- (4) Information on their cognizant field audit offices.
- (5) How rights to publications and patents are to be handled.
- (6) A complete cost proposal in the same format as the offeror's cost proposal.

e. **Proposer's Annual Financial Report**

A copy of the organization's most recent annual report must be submitted as part of the business proposal.

L. **GOVERNMENT FURNISHED PROPERTY:**

Government Furnished Property

Project: National Alcohol Education Program

M	DESCRIPTION OF ITEM	MFR.	MODEL	TYPE	SIZE, CAPACITY	SERIAL #	PHS ID #	COST
	Abstract Cabinet (CALS)				Steel		35040	\$58
	Armchairs (4)			Black				\$135
	Book Rack, Tier/lucite			Portable				\$36
	Book Racks Units (17)						38295	\$4,568
	Desktop Display Panels	Nomadic			4' x 6'			NA
	Travelling Exhibits, with cases (5)	Nomadic			8' x 10'			\$2,525
	Double Ready Booth (2)						35068	\$600
	File Cabinet, 5-drawer (4)						514330	\$53
	Flat File (2)						41943	\$600

1	Gaylord Library Units (Bookcases)	Gaylord Inc	Black		End Units	N/A	NONE	\$2,881
1	Library Table (2)			Walnut			35061/2	\$134
2	Monitor, Video	Panasonic	CT1920	M			01182072	\$542
3	Newspaper Rack Tabletop Display						35071	\$75
1	Secretarial Chair						514332	\$21
5	Secretarial Desk				W/right return		514331	\$68
	Videotape Player	JVC			3/4 Inch		35043	\$915
7	Computer #101	ERA 2000	386/33	ERA 2000	2mb RAM,170mb HD		01182077	\$1,550
3	386/25MHZ System Upgrade #105			Internal		197675		\$175
7	Uninterruptable Power Supply #120	Am. Power	1200VX		40 MEG 251-1		00182097	\$1,397
7	Panasonic 2624 Dot Matrix Printer	Panasonic	24Pin	Dot Matrix	240 Col. Wide	21MBGD39676	01096593	\$350
1	Answering Machine	AT&T	1343	Digital	N/A		01182416	\$136
2	5-Drawer Filing Cabinet	HON	315P	5-Drawer	5-Drawer	none	01188723	\$292
3	5-Drawer Filing Cabinet	HON	315P	5-Drawer	5-Drawer	none	01188724	\$292
1	Color Monitor	CHEER	VC-14C	SVGA	14 inch	95Z10237	01128579	\$199
5	Color Monitor	CHEER	VC-14C	SVGA	14 inch	95Z10332	01128575	\$199
5	Color Monitor	CHEER	VC-14C	SVGA	14 inch	95Z10311	01128580	\$199
7	Color Monitor	CHEER	VC-14C	SVGA	14 inch	95Z10376	01128581	\$199
3	Color Monitor	CHEER	VC-14C	SVGA	14 inch	95Z10378	01128576	\$199
7	Color Monitor	CHEER	VC-14C	SVGA	14 inch	95Z10382	01128583	\$199
7	20 Microsoft Mice	Microsoft	Serial 2.0				N/A	\$540
1	Beyond Press Software & User Gds	AstroBYTE	MacIntosh		Disks, Manuals		N/A	N/A
2	Barcode Font	WASP						\$99
3	Barcode Anything		9010300	BAR-ONE				\$59
1	Regular Wand	EZ Barcode	DIN 5	PC XT/AT		B080833	01278307	\$199
5	Radio Wand	EZ Barcode				23001423	01278308	\$399
5	Serial Output Adapter							\$49
7	Epson Laser Printer	Epson	EPL-N2000	Laser		3H90002033	01182106	\$1,998
3	MacIntosh 7300	MacIntosh	7300/200		32/2 GB HD	XB7303QNA6W	01182104	\$2,395
7	Adobe Type Manager	Adobe	Deluxe 4.0		Disks, Manuals			\$64
7	Graphic Display Monitor	ViewSonic	P815		21 Inch	Q671319777	01278309	\$1,595
1	Strandware Backtrack	Strandware	Windows					\$199
2	Localtalk	Epson	Serial			3H90002033	01182106	\$50
3	Kayak P2	Kayak	P2-266	XA	MMX 4.5 GB/32MB ISA/PCI	US83150235	01404360	\$2,144
1	32 MB Module			Viking	32 MB Kayak XA		01404360	\$87
5	HP Netserver	HP	E50 PII		333 MHz, 160 MB RAM	US82701532	01404361	\$4,867
5	Backup Software	Seagate	Exec	Netware 8.0	25 users			\$331
7	Power Supply	APC	Smartups	1000		WS9815818862	1404362	\$508
3	Tape Backup Drive	HP	DAT		4/8 GB			\$878
7	Novell Upgrade	Novell			25 users			\$1,257
7	Compaq Deskpro	Compaq	Deskpro	6000	PII 233, 64mb RAM, 2GB HD	6810BQ55P110	01416130	\$932
1	Compaq Deskpro	Compaq	Deskpro	6000	PII 233, 64mb RAM, 2GB HD	6810BQ55Q065	01416129	\$932
2	Compaq Deskpro	Compaq	Deskpro	6000	PII 233, 64mb RAM, 2GB HD	6810BQ55R259	01416124	\$932
3	Compaq Deskpro	Compaq	Deskpro	6000	PII 233, 64mb RAM, 2GB HD	6753BQ55P097	01416125	\$932
1	Compaq Deskpro	Compaq	Deskpro	6000	PII 233, 64mb RAM, 2GB HD	6810BQ55R132	01416126	\$932

5	Compaq Deskpro	Compaq	Deskpro	6000	PII 233, 64mb RAM, 2GB HD	6752BQ55R728	01416127	\$932
5	Compaq Deskpro	Compaq	Deskpro	6000	PII 233, 64mb RAM, 2GB HD	6752BQ55R724	01416128	\$932
7	Color Monitor	View Sonic	GS771	SVGA	17 inch		01128583	\$350
8	Travelling Exhibit (2) w/8 cases	Entourage			8 x 10			\$13,492
9	Compaq Deskpro	Compaq	Deskpro	P400	PII 400, 128MB RAM, WinNT	9924CCKDD253	38957	\$982
9	DBTextworks Version Upgrade	Inmagic	DBTextworks	Software	Upgrade to Version 4			\$650
1	UPS Battery Replacement	APC	SU1000	UPS	Replacement Battery			\$158
2	SCSI HD 9.1 GB Replacement	HP	Hard Drive	SCSI	9.1 GB			\$492
3	Printhead Replacement	Panasonic	KXP2624	Dot Matrix	Printhead Replacement			\$207
4	SCSI HD 9.1 GB Replacement	HP	Hard Drive	SCSI	9.1 GB			\$492

TOP# \_\_\_\_ TITLE: National Alcohol Research Education Program

**ART II - CONTRACTOR'S REPLY:**

DO # NICS-\_\_\_\_\_ CONTRACT #263-01-D-0\_\_\_\_\_ Contractor:

oints of Contact:

hone-\_\_\_\_\_ Fax-\_\_\_\_\_  
ddress:\_\_\_\_\_

TOTAL ESTIMATED COST: Pricing Method:

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR:\_\_\_\_\_  
Signature Date

**SOURCE SELECTION:**

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference #\_\_\_\_\_

Appropriations Data: \_\_\_\_\_

(ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED:\_\_\_\_\_  
FAX # Signature - Project Officer Date

APPROVED:\_\_\_\_\_  
FAX # Signature - Contracting Officer Date

**FINAL APPROVAL -**

CONTRACTOR SHALL NOT EXCEED THE TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & ICS COORDINATOR

APPROVED:\_\_\_\_\_  
Signature -Anthony M. Revenis, J.D., NIH-ICS Coordinator Date